APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334, Phone - (404) 656-4976 GIST: 221-4983 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES DHR ARCHIVES AND HISTORY Application Date Division of Family & Children Services Application Number State Placement Unit March 1, 1983 36-A 618 Ponce de Leon Avenue, N.E. **Date Completed** Date Received Application Number Atlanta, Georgia 30308 MAR 2 1983 83-3 MAR 3 1 1983 2. Person to Contact Working Title Telephone Number Edith K. Horne Adoptions Reviewer 894-4466 3. Action Requested -change retention period and a.

Establish Retention Schedule; record will continue to accumulate. procedures b. Dispose of present accumulation; no further accumulation anticipated. revise document contents of each Dupercede; U Void file c. Xi Amend Application No. __73-336-A __ Check One:

Change; file. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Letest 1921 Closed Adoption Case Files Continuing What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Division of Family and Children Services, through the leadership of the Director is responsible for the administration, coordination, supervision and regulation of services provided for children and families State wide. The Division serves as liaison with the Regional Office of DHHS; coordinates and works within the DHR and its Divisions on matters of mutual interest and to resolve problems. The State Placement Unit has the responsibility to maintain all of the permanent adoption records processed in the State of Georgia and ensuring their protection. This responsibility, in addition to the service connected activity regarding the protection of records, is mandated by law. (GA. Code: 19-8-81) This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. 7. Records Series Description Documents relating to: investigating, evaluating and planning for children and families who are involved in the adoption process. forms and reports containing information about a family who has made application to adopt and information about the child who has been adopted. See attached list describing forms and reports contained in each case file. numerically by number assigned by State Placement Unit: Exceptions: Case files from Fulton County and any private agency may be in alphabetical order. How often are records referred to which are: 8. Monthly Reference Rate ; Seven to twelve months old _____; Thirteen to twenty-four months old - ? Unlikely there would be a need to refer to security film, twenty-five months and older need might occur for reference to paper records within 12 9. Annual Rate of Accumulation or Records month time frame. ; Other (Specify) 25-30 cubic feet Legal-size drawers _ ; Shefves

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State Placement Unit

When Petition for Adoption is received from a Superior Court in Georgia, combine all records concerning a particular case into an Adoption File.

When a Notice or an Order of Disposition is received from the Court, close the case and place in the closed adoption case file.

Closed Records Files

Cut off accumulation of paper records each year June 30th and December 31th, ending with the highest numbered case file at the cut-off date; (cases with a lower case number, closed before microfilming begins may be added in numerical order) microfilm the records, making an original and one copy; verify the film to assure that no documents are missing and the images are clear.

Paper Records

After verifying accuracy of the microfilm, transfer to the State Records Center; hold 1 year; then destroy.

Microfilm

Original (security copy)

Transfer immediately to the State Records Center for storage in the atmospherically-controlled vault at the Archives, to remain the property of DHR officials who have responsibility for adoptions; hold 100 years; then transfer to the State Archives for permanent retention. Security film will be used only to produce reference duplicates.

Duplicate copy

Hold in Adoption Unit until superceded, obsolete, or no longer needed for reference; then destroy.

Photographs

(of children removed from folder when records are prepared for microfilming) Microfilming does not reproduce pictures satisfactorily. Hold in Adoptions Unit secured file area; properly identified by numerical or aphabetical order, and by period the paper files were microfilmed: to be released as ordered by the Court and given to the adopting family. For any remaining photographs, hold 100 years, then destroy.

Description of Records
The final records will contain the following forms and reports:

Forms

- 1. Case Identification Face Sheet
- 2. Superior Court Order or Action
- 3. Forms 419, 420 Child's Social History
- 4. Form 2 Infant and Child Health Record
- Copy of Birth Certificate Form 3901
- 6. Form 452 Contact Sheets Evidence of Efforts to Locate Parties
- 7. Form 573 Parent's Surrender of Child for Adoption
- 8. Form 577 Parent's Acknowledgement of Surrender
- 9. Form 578/579 Mother's Affidavit Regarding Legal/Putative Father(s)
- 10. Form 576 Affidavit of Agency Representation
- 11. Form 33/37 Placement Agreement
- 12. Form 416 Consent and Release of Child for Adoption by the State
- 13. Form 35 Application for Adoption
- 14. Form 36 Medical Report
- 15. Attorney's Request of Child's Release
- 16. Form ICPC 100A (If Applicable) (Form 97) Interstate Compact on the Placement of Children
- 17. Form ICPC 100B (If Applicable) (Form 96)
 Interstate Compact on the Placement
 of Children
- 18. Adoption Petition
- Form 476 Adoption Supplement Application
- 20. Forms 39, 41, 53 Development of Child

Reports

- Original DFCS or Private Agency Court Report
- Medical and Psychological Reports and Correspondence
- 3. Supplemental Medical Report
- 4. Financial Reports
- 5. Discussion of Child with Prospective Adoptive Family
- 6. Placement Narrative
- 7. Adoption Home Study and Correspondence
- 8. Social History Narrative

313-16

APPLICATION FOR RECORPS RETENTION SCHEDULE

Form 4998 (7-78)

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Earliest & Latest Dates of Series	9. Exact Series Title		

What is the function of the office in which this record series is created?

Closed Adoption Case File

e Adoption Section of the Field Services Unit, under the direction of the Director of emmunity Services, is responsible for obtaining background and social information on eplicant parents who wish to adopt children. This includes but is not limited to: enducting home studies, interviews with applicant adoptive parents, gathering of medical ta on adoptive parents, gathering social history of child, placement of child and post acement supervisory visits, and final order of adoption.

This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the investigation and summation of the background, the social and the medical histories of the adoptive parents and child.

(See Continuation Sheet)

ATTACH SAMPLES OF THE FILE

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QUESTIONNAIRE Place an "a" in the proper column. If answer is gift. " pigate region	E T T
13. Is this the Record Copy of the series?	(X)
14. Is there a duplication of this series in another office or agency?	
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	() (x
16. Does the series contain classified information requiring security handling] [X] ¹ ;
17. Does the series initiate, amend or terminate agency policies and procedure	est [] Š
18. Could the function be performed if the files were lost or destroyed?	[x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	נן ני
20. Does the record series provide data as input to an EDP file?	[] [3
21. Does the record series contain documentation produced as EDP printout?	55 () D
22. Has the Federal Government issued instructions governing the retention/dissition of these files?	K) [] -oq
23. Will there be a need for these records 10, 15 years from now? If yes, what	[x]
4. REQUIREMENTS. The following requires the files to be kept /00 years:	? Москов Моско Лово Авгосов, моско у Вергули состава В р
a. MSTATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e. MADMINISTRATIVE f. LAW DECISION (Cite Law, Statute, or other reason for the retention requirement	VALUE

Miss catherine Boling

25. ACENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end

Cut off file at end of each Calendar Year; then
Hold in current files area 3 years; then microfilm and destroy paper file.
Retire one microfilm file to State Archivea, hold 97 years; then destroy.
Hold one copy of microfilm, in current files area until obsolete or no longer needed for reference.

(Indicate briefly rationale for recommendations above/or write additional remarks):

coards Management Officer (Signature) Date 1) (1) (1) (1) (1) (2) (1) (3) (2) (3)	OTHER REQUIRED SIGNATURES	DATE
6. Recommendations Agoncy Head/Designee in paragraph 25 [6] Approved [7] Disapproved	Caller Billi	3-8-73
are: Litate Auditor/Designee [: Approved [] Disapproved	Lillian Mi Mais	31.73
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